#MagicianNeeded: Bring order to chaos.



Project Title	#MagicianNeeded: Bring order to chaos.
Summery	Put your organizational and analytical skills to the test! Assist with SharePoint development, data analysis, draft, edit, and proofread Standard Operating Procedures for the CMS Emergency Preparedness and Response Operations Group.
Country	United States

Project Description

The Emergency Preparedness and Response Operations (EPRO) Group is looking for two creative individuals who have a passion for public service and an interest in gaining professional skills in information coordination and management. The interns will assist with SharePoint development, human centered design, data analysis, organization and management, as well as the drafting, editing, and proofreading of various Standard Operating Procedures.

EPRO plays an important role in ensuring when there's a natural disaster, human-induced incident, or a public health emergency for Medicare and or Medicaid beneficiaries and their providers continue to have access to CMS's essential services. EPRO directs and coordinates emergency response activities by CMS components, to events such as hurricanes, wildfires, and floods. In addition to the coordination role, EPRO also establishes policies, procedures, operational plans, and conducts training, testing, exercises and evaluations to ensure preparedness and workforce readiness to respond to all types of disasters, incidents, and public health emergencies.

Required Skills or Interests

Skill(s)
Analytical writing
Coding
Data analysis
Design thinking
Editing and proofreading
Infographic design
Website design

Writing

Additional Information

None

Language Requirements

None